

Access MyChart using any device with an internet connection or download the mobile application.

→ Visit mychart.phelpshealth.org to get started.

You will receive an **activation code**. This could be found on an After Visit Summary, a letter from Phelps Health or an email or text message following your visit.

REQUEST AN ACTIVATION CODE IF YOU DO NOT HAVE ONE

If you were not issued an activation code, call your primary care clinic to get one or ask to sign up during your next office visit.

You can request an activation code online by following these steps:

1. On the MyChart login screen on the MyChart website or mobile app, click Sign Up Now.
2. Click Sign Up Online.
3. Click Match Yourself with Our Records or Verify with a Third Party to supply personal verification items, such as the last four digits of your Social Security number and your date of birth, and have an activation code sent to your email address or mobile phone.

USING YOUR ACTIVATION CODE TO SIGN UP

1. From the MyChart login screen on the MyChart website or MyChart mobile app, select Sign Up Now.
2. Enter your activation code and other personal verification items, such as the last four digits of your Social Security number and your date of birth. Select Next.
3. On the next page, choose the following:
 - MyChart username. Choose something that others would not be likely to guess but is easy for you to remember. Your username cannot be changed at any time.
 - Password. Choose a unique combination of numbers and letters, using both uppercase and lowercase letters. Your password must be different from your MyChart username. Choose a password that you do not use for other websites.
 - Security question. Choose a question you can use to verify your identity if you forget your MyChart password. The answer you enter cannot include your MyChart password.
4. On the next screen, choose whether you want to receive a notification message in your personal email when there is new information available in your MyChart account. If you opt to receive email alerts, enter your email address.